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Lynn Pulou-Alaimalo
DHR Director

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Deputy Director, Personnel

**AMERICAN SAMOA GOVERNMENT
DEPARTMENT OF HUMAN RESOURCES
PAGO PAGO, AMERICAN SAMOA 96799**

JOB ANNOUNCEMENT

Job Title: <i>Finance Manager</i>		Posting Date: <i>June 23, 2023</i>	Serial No.: <i>104-23</i>
Department/Division: <i>Public Health/ARPA</i>		Closing Date: <i>July 14, 2023</i>	Announcement No.: <i>104-23</i>
Type of Position: <i>Temporary Appointment</i>	Posting Type: <i>Employment Opportunity/ Open to the Public</i>	Pay Grade and Salary Range: <i>GS 14 / \$19,567 - \$55,057 p.a.</i>	

General Description:

The Department of Health (DOH) American Rescue Plan Act (ARPA) Finance Manager will oversee the disbursement, reconciliation, and accounting of all funds received by the Department of Health from the American Rescue Plan Act and ensure that all funds are used effectively, in compliance with guidance issued by Department of Treasury, and in a manner that supports the American Samoa Territory's recovery from the COVID-19 crisis. The ARPA Finance Manager will manage the development and implementation of a multi-year plan of disbursement of ARPA funding for all approved DOH Projects in collaboration with key DOH staff, and with consideration of input from community stakeholder. The ARPA Finance Manager will oversee the selection, design, implementation and evaluation of programs and projects funded by ARPA and ensure that initiatives meet intended purpose. The ARPA Finance Manager will be required to remain apprised of all regulations associated with usage of recovery funds.

Key Duties and Responsibilities:

- Lead the development of a multi-year spending plan for use of ARPA relief funding received by the DOH.
- Reconcile all ARPA accounts, grant funded expenses, vendor account, personnel costs, all ARPA expenditures;
- Manage financial accounting, monitoring and reporting operations.
- Prepare cash flow reports and recommend potential investment opportunities.

- Manage and monitor budgets, including ASG quarterly budget reports, as well as assist with fiscal year budget allocations.
- Prepare financial statements.
- Manage and monitor bank accounts/funds.
- Liaising with auditors to ensure that annual monitoring is carried out.
- Create analysis reports for management decisions.
- Authorize transfers; payments; setting-up new accounts; etc.
- Engage in benchmarking for reports such as ARPA Quarterly Reports; cash reports and ASG Quarterly Reports, etc.
- Supervise, train and mentor staff.
- Prepare year-end audit for ARPA account(s).
- Received, deposit and post Accounts Receivables, Rent, returned checks, etc.
- Drawdown "approved" SF270s to release approved funding from grantor(s)
- Perform other job-related duties as assigned.

Knowledge, Skills and Ability:

- Must have specific training in Accounting or financial strategy;
- Must have at least 5 years Senior Finance/Accounting work experience with
- Must have knowledge of financial systems; flare for numbers; work well with people
- Must have strong communication skills; analytical skills.
- Must have good verbal and written communication skills.

Academic and Experience Requirements:

- Applicant must have a Master degree in a related field from an accredited university plus three (3) years of work related experience OR
- Bachelor degree in related field from an accredited university plus five (5) years of work related experience, three (3) years of which at supervisory capacity
- Years of progressively responsible working experience may be substituted for portion of the academic requirement.
- Salary will be adjusted according to experience.

Complete information concerning this vacancy may be obtained from the Personnel Division of the Department of Human Resources, **or please contact the Recruitment unit at 633-4485/633-4000**

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Lynn Pulous-Alaimalo
Director, Department of Human Resources